DoD Government Purchase Card Tutorial

The Department of Defense has mandated new training for all Government Purchase Card stakeholders as stated in the memorandum dated September 27, 2002 and signed by Deidre Lee, Director of Defense Procurement.

The mandatory ***Government Purchase Card (GPC) Tutorial***, presented by the Defense Acquisition University (DAU), is a web-based training module located at ***https://www.atrrs.army.mil/channels/aitas/logon.asp***

The training MUST be taken by all new cardholders, approving officials, billing officials and agency program coordinators. The training is mandatory and must be completed before cards will be issued or duties assumed.

All current card holders and billing officials must complete the tutorial "CLG 001 - DoD Government Purchase Card Tutorial" (or CLG 004 – DAU Refresher training annually) as part of the required refresher training within 60 days of notification from the Agency Program Coordinator.

The DAU Government Purchase Card Tutorial is the first part of a two part Purchase Card Training program. The second part being the training provided at the local level to reflect Military Departments, command, agency and local restriction and procedures. **The on-line tutorial should be completed prior to attending the local training provided by the Regional Contracting Office (RCO).**

A course description and instructions for completing the on-line registration and accessing the course are provided on the following

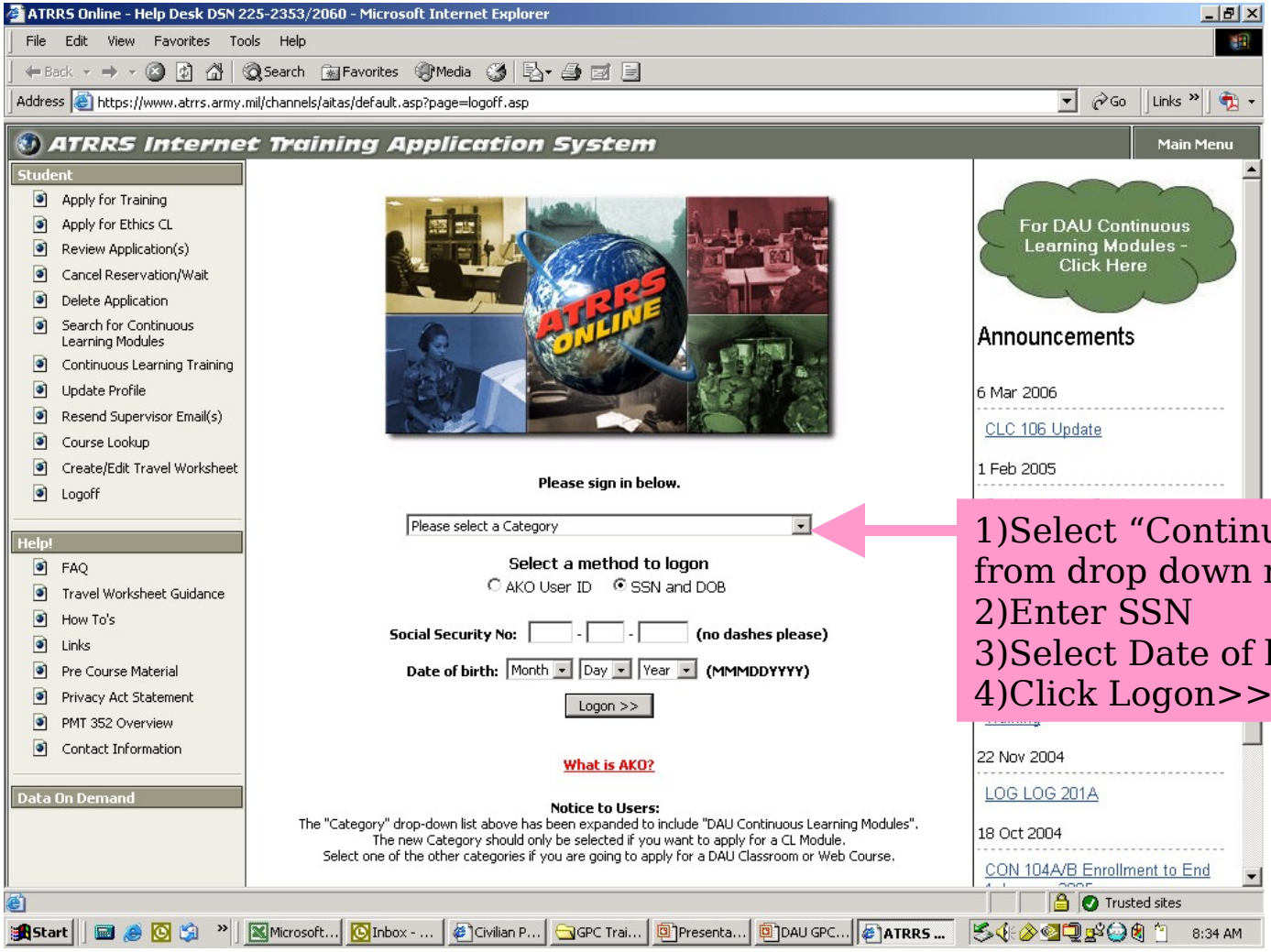
DoD Government Purchase Card Tutorial – Cont'd

Description: This self-paced course is comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the Government Purchase Card. The DoD Government Purchase Card Tutorial was developed in order to train Government Purchase Cardholder and Billing Official nominees to be at ease with using the Government Purchase Card.

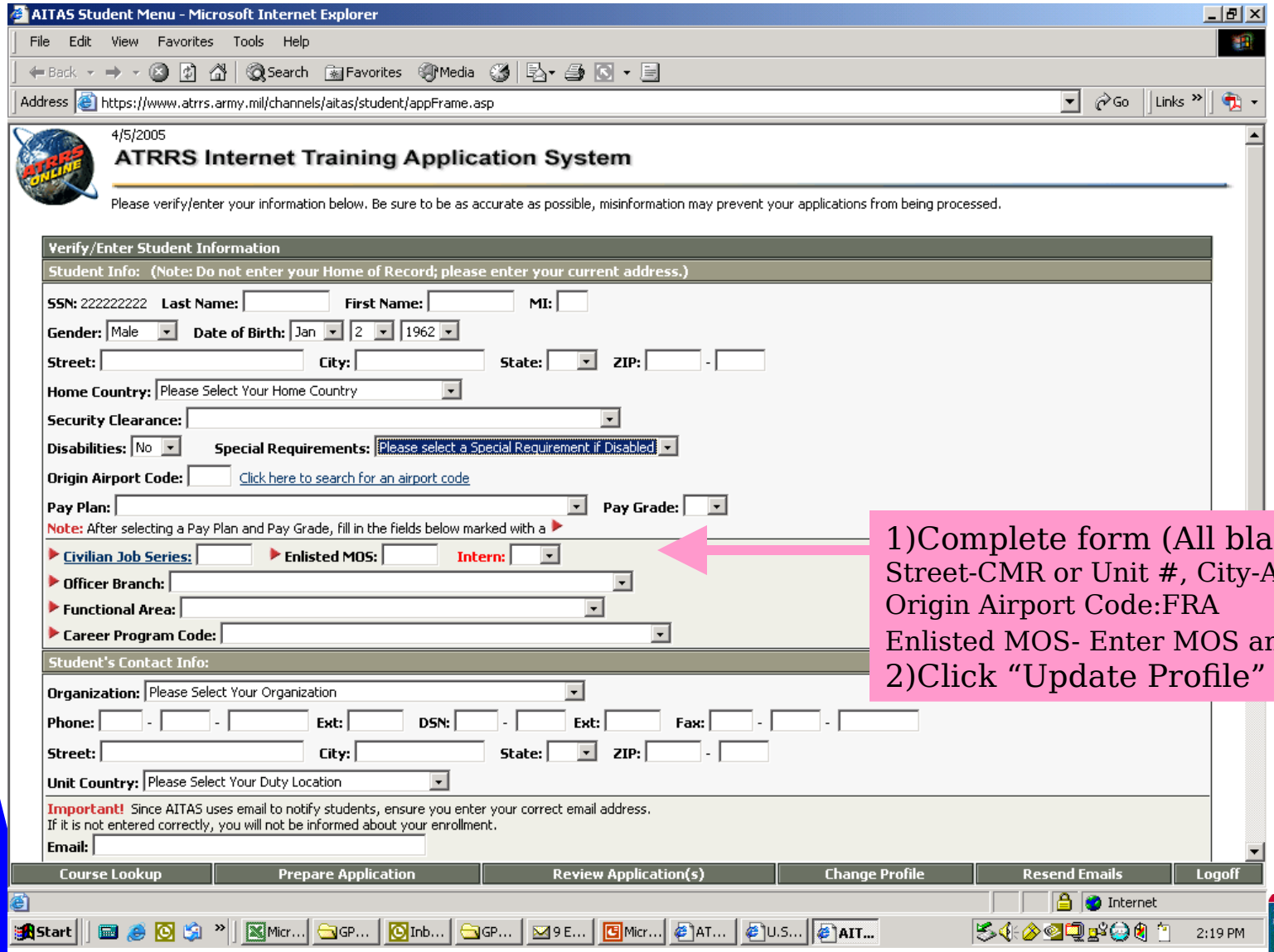
This course is a prerequisite to the cardholder's respective agency specific GPC training provided at the local level that must be completed prior to issuance of the Purchase Card.

The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. **The post-test requires a 100%** and may be taken as many times as necessary to obtain a passing score.

A certificate of completion is available at the conclusion of a successful post-test. Upon earning the certificate, it is available anytime on-line in your personal student transcript.

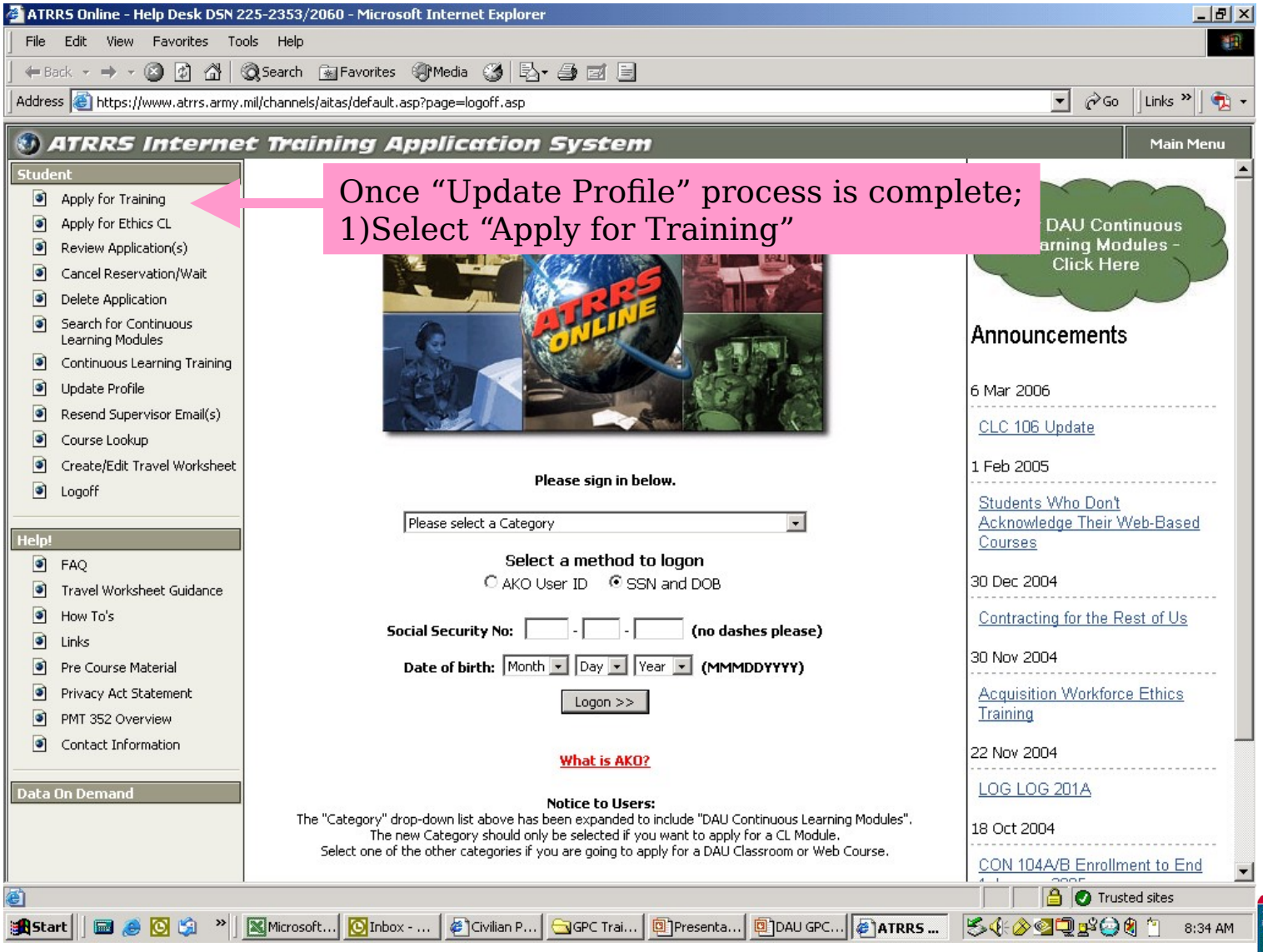


1)Select “Continuous Learning Mod
from drop down menu
2)Enter SSN
3)Select Date of birth
4)Click Logon>>

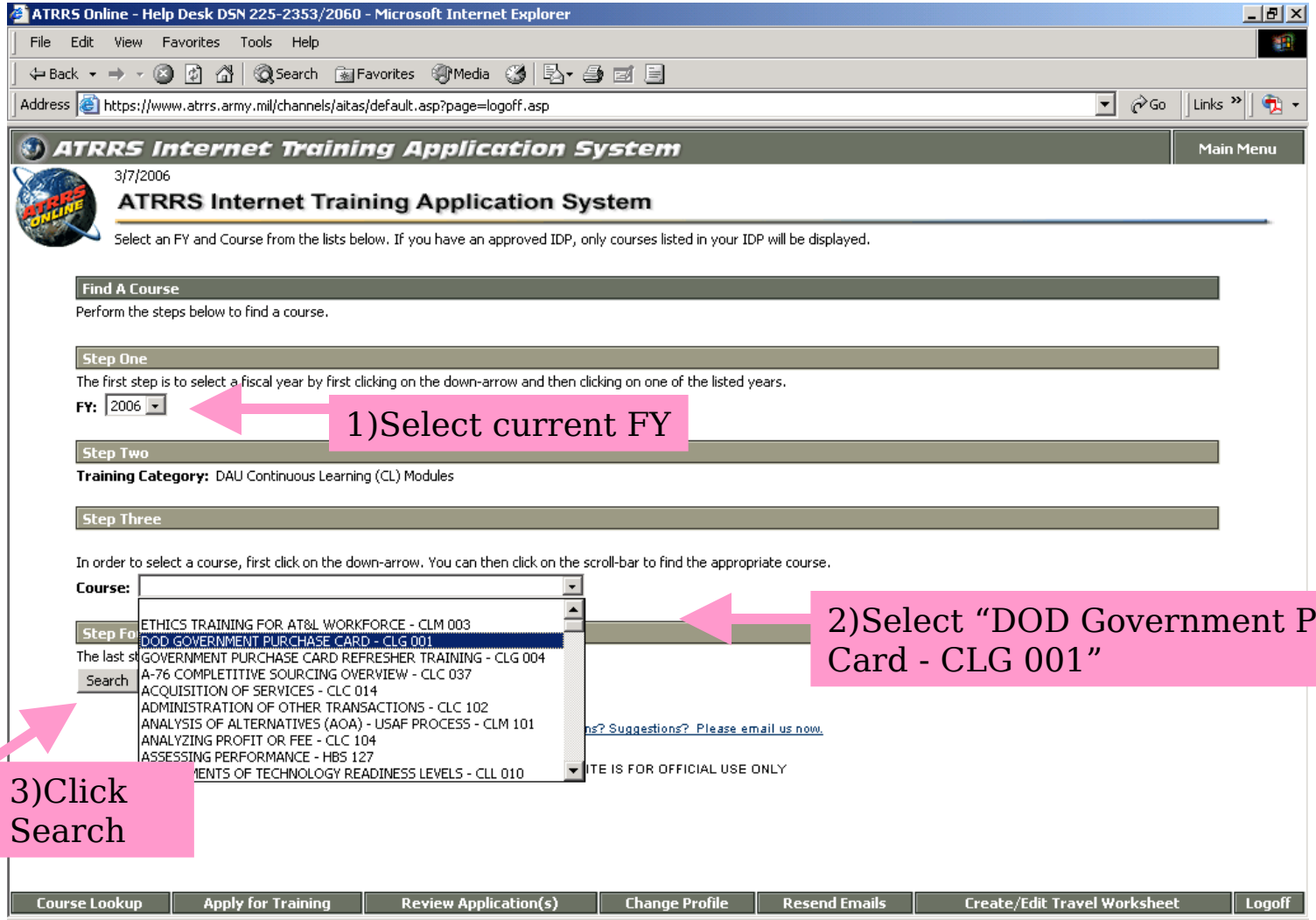

AITAS Student Menu - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.atrrs.army.mil/channels/aitas/student/appFrame.asp
Go Links
4/5/2005
ATRRS Internet Training Application System
Please verify/enter your information below. Be sure to be as accurate as possible, misinformation may prevent your applications from being processed.
Verify/Enter Student Information
Student Info: (Note: Do not enter your Home of Record; please enter your current address.)
SSN: 222222222 Last Name: First Name: MI:
Gender: Male Date of Birth: Jan 2 1962
Street: City: State: ZIP:
Home Country: Please Select Your Home Country
Security Clearance:
Disabilities: No Special Requirements: Please select a Special Requirement if Disabled
Origin Airport Code: Click here to search for an airport code
Pay Plan: Pay Grade:
Note: After selecting a Pay Plan and Pay Grade, fill in the fields below marked with a
Civilian Job Series: Enlisted MOS: Intern:
Officer Branch:
Functional Area:
Career Program Code:
Student's Contact Info:
Organization: Please Select Your Organization
Phone: Ext: DSN: Ext: Fax:
Street: City: State: ZIP:
Unit Country: Please Select Your Duty Location
Important! Since AITAS uses email to notify students, ensure you enter your correct email address.
If it is not entered correctly, you will not be informed about your enrollment.
Email:
Course Lookup
Prepare Application
Review Application(s)
Change Profile
Resend Emails
Logoff
Internet
Start
2:19 PM

1)Complete form (All blanks must be filled
Street-CMR or Unit #, City-APO, State-AE
Origin Airport Code:FRA
Enlisted MOS- Enter MOS and skill level (i.e. 92Y
2)Click “Update Profile” (Bottom Right)

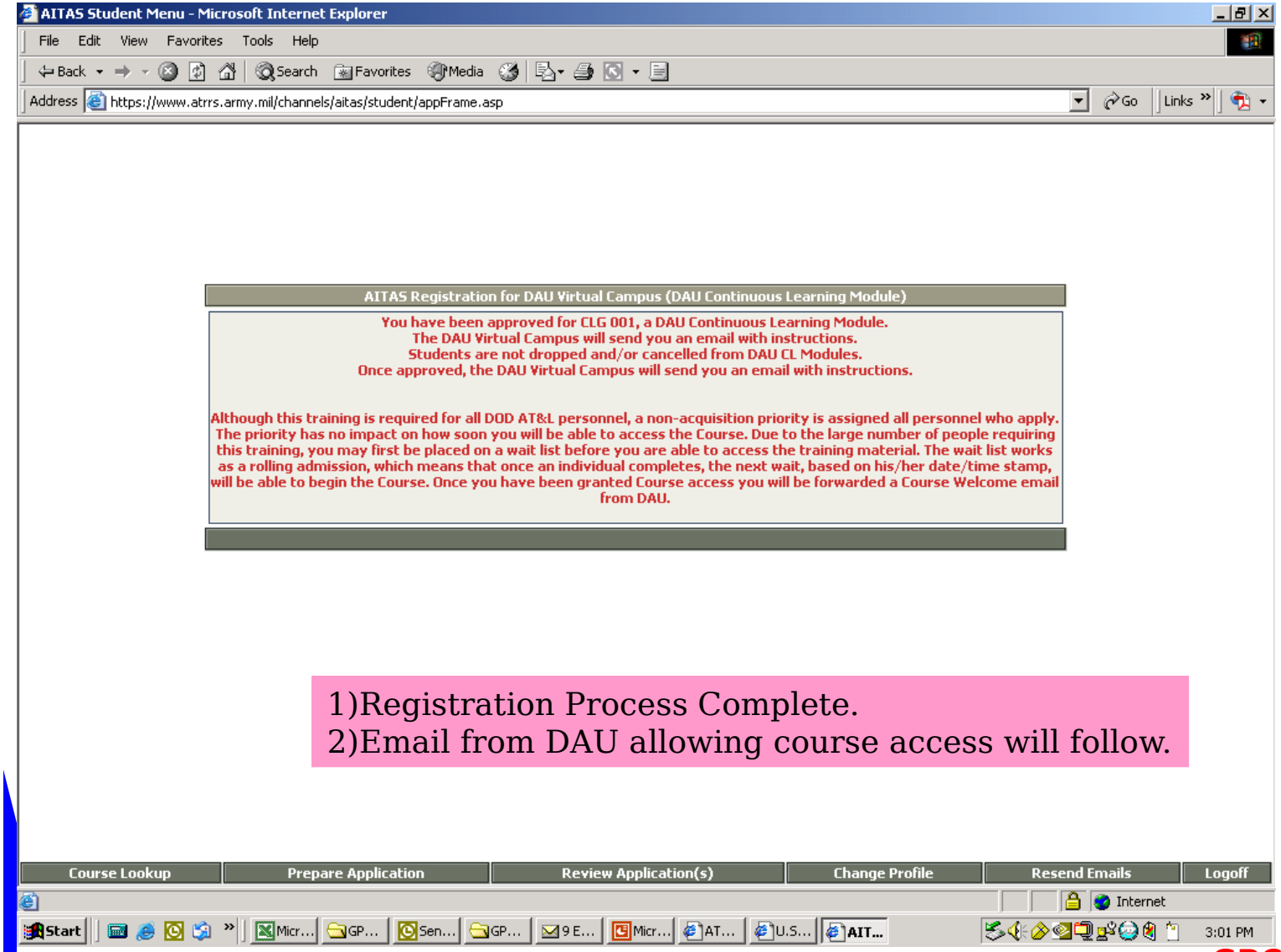
GPC
RCO


ATRRS Online - Help Desk DSN 225-2353/2060 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://www.atrrs.army.mil/channels/aitas/default.asp?page=logoff.asp
ATRRS Internet Training Application System
Main Menu
Student
Apply for Training
Apply for Ethics CL
Review Application(s)
Cancel Reservation/Wait
Delete Application
Search for Continuous Learning Modules
Continuous Learning Training
Update Profile
Resend Supervisor Email(s)
Course Lookup
Create/Edit Travel Worksheet
Logoff
Help!
FAQ
Travel Worksheet Guidance
How To's
Links
Pre Course Material
Privacy Act Statement
PMT 352 Overview
Contact Information
Data On Demand
Once "Update Profile" process is complete;
1)Select "Apply for Training"
ATRRS ONLINE
Please sign in below.
Please select a Category
Select a method to logon
AKO User ID
SSN and DOB
Social Security No:
(no dashes please)
Date of birth:
Month
Day
Year
(MMMDDYYYY)
Logon >>
What is AKO?
Notice to Users:
The "Category" drop-down list above has been expanded to include "DAU Continuous Learning Modules".
The new Category should only be selected if you want to apply for a CL Module.
Select one of the other categories if you are going to apply for a DAU Classroom or Web Course.
DAU Continuous arning Modules - Click Here
Announcements
6 Mar 2006
CLC 106 Update
1 Feb 2005
Students Who Don't Acknowledge Their Web-Based Courses
30 Dec 2004
Contracting for the Rest of Us
30 Nov 2004
Acquisition Workforce Ethics Training
22 Nov 2004
LOG LOG 201A
18 Oct 2004
CON 104A/B Enrollment to End
Trusted sites
Start
Microsoft...
Inbox - ...
Civilian P...
GPC Trai...
Presenta...
DAU GPC...
ATRRS ...
8:34 AM

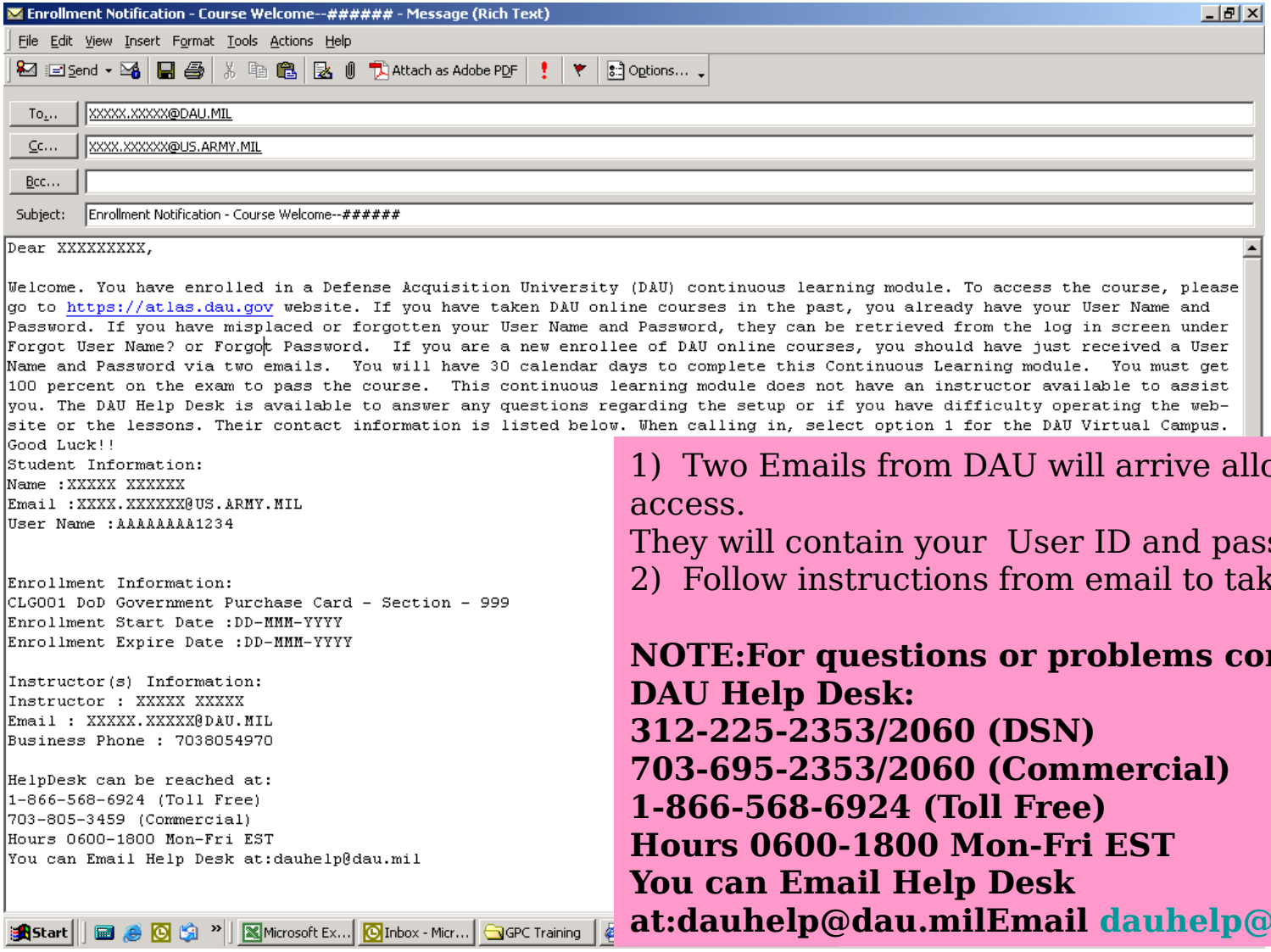
GPC
RCO


ATRRS Online - Help Desk DSN 225-2353/2060 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.atrrs.army.mil/channels/aitas/default.asp?page=logoff.asp
Go Links
ATRRS Internet Training Application System
Main Menu
3/7/2006
ATRRS Internet Training Application System
Select an FY and Course from the lists below. If you have an approved IDP, only courses listed in your IDP will be displayed.
Find A Course
Perform the steps below to find a course.
Step One
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.
FY: 2006
1)Select current FY
Step Two
Training Category: DAU Continuous Learning (CL) Modules
Step Three
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.
Course:
ETHICS TRAINING FOR AT&L WORKFORCE - CLM 003
DOD GOVERNMENT PURCHASE CARD - CLG 001
GOVERNMENT PURCHASE CARD REFRESHER TRAINING - CLG 004
A-76 COMPLETITIVE SOURCING OVERVIEW - CLC 037
ACQUISITION OF SERVICES - CLC 014
ADMINISTRATION OF OTHER TRANSACTIONS - CLC 102
ANALYSIS OF ALTERNATIVES (AOA) - USAF PROCESS - CLM 101
ANALYZING PROFIT OR FEE - CLC 104
ASSESSING PERFORMANCE - HBS 127
2)Select "DOD Government Purchase Card - CLG 001"
Search
3)Click Search
Course Lookup
Apply for Training
Review Application(s)
Change Profile
Resend Emails
Create/Edit Travel Worksheet
Logoff
Done
Trusted sites
Start
8:40 AM

GPC RCO


AITAS Student Menu - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.atrrs.army.mil/channels/aitas/student/appFrame.asp
Go Links
AITAS Registration for DAU Virtual Campus (DAU Continuous Learning Module)
You have been approved for CLG 001, a DAU Continuous Learning Module.
The DAU Virtual Campus will send you an email with instructions.
Students are not dropped and/or cancelled from DAU CL Modules.
Once approved, the DAU Virtual Campus will send you an email with instructions.
Although this training is required for all DOD AT&L personnel, a non-acquisition priority is assigned all personnel who apply. The priority has no impact on how soon you will be able to access the Course. Due to the large number of people requiring this training, you may first be placed on a wait list before you are able to access the training material. The wait list works as a rolling admission, which means that once an individual completes, the next wait, based on his/her date/time stamp, will be able to begin the Course. Once you have been granted Course access you will be forwarded a Course Welcome email from DAU.
Course Lookup
Prepare Application
Review Application(s)
Change Profile
Resend Emails
Logoff
Internet
Start
3:01 PM

1)Registration Process Complete.
2)Email from DAU allowing course access will follow.


Enrollment Notification - Course Welcome--###### - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Send | Attach as Adobe PDF | Options...

To... XXXXX.XXXXX@DAU.MIL

Cc... XXXX.XXXXXX@US.ARMY.MIL

Bcc...

Subject: Enrollment Notification - Course Welcome--######

Dear XXXXXXXXX,

Welcome. You have enrolled in a Defense Acquisition University (DAU) continuous learning module. To access the course, please go to https://atlas.dau.gov website. If you have taken DAU online courses in the past, you already have your User Name and Password. If you have misplaced or forgotten your User Name and Password, they can be retrieved from the log in screen under Forgot User Name? or Forgot Password. If you are a new enrollee of DAU online courses, you should have just received a User Name and Password via two emails. You will have 30 calendar days to complete this Continuous Learning Module. You must get 100 percent on the exam to pass the course. This continuous learning module does not have an instructor available to assist you. The DAU Help Desk is available to answer any questions regarding the setup or if you have difficulty operating the web-site or the lessons. Their contact information is listed below. When calling in, select option 1 for the DAU Virtual Campus.
Good Luck!!
Student Information:
Name :XXXXX XXXXXX
Email :XXXX.XXXXXX@US.ARMY.MIL
User Name :AAAAAAAA1234

Enrollment Information:
CLG001 DoD Government Purchase Card - Section - 999
Enrollment Start Date :DD-MMM-YYYY
Enrollment Expire Date :DD-MMM-YYYY

Instructor(s) Information:
Instructor : XXXXX XXXXX
Email : XXXXX.XXXXX@DAU.MIL
Business Phone : 7038054970

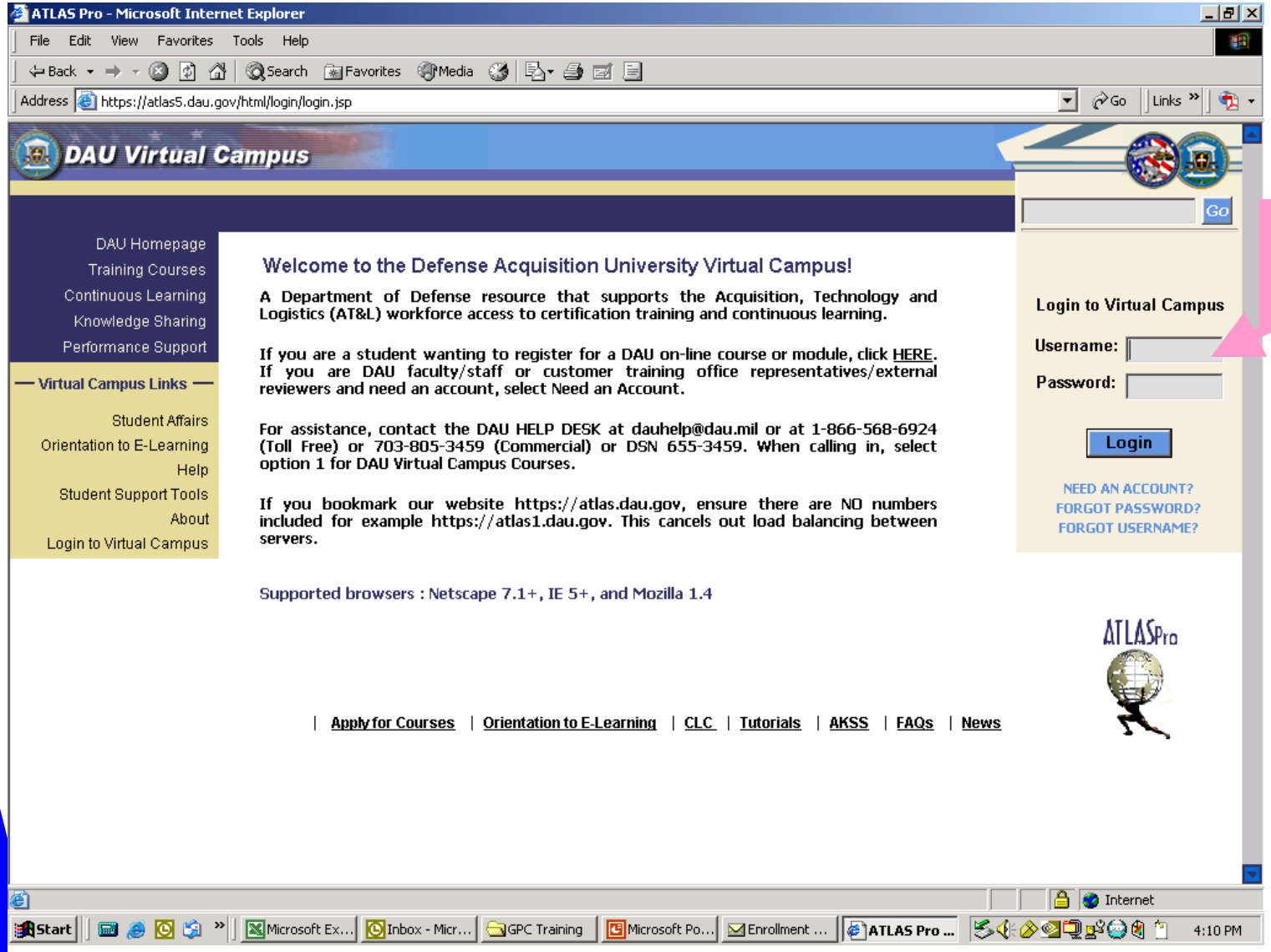
HelpDesk can be reached at:
1-866-568-6924 (Toll Free)
703-805-3459 (Commercial)
Hours 0600-1800 Mon-Fri EST
You can Email Help Desk at:dauhelp@dau.mil

Start | Microsoft Ex... | Inbox - Micr... | GPC Training

1) Two Emails from DAU will arrive allowing course access.
They will contain your User ID and password
2) Follow instructions from email to take course.

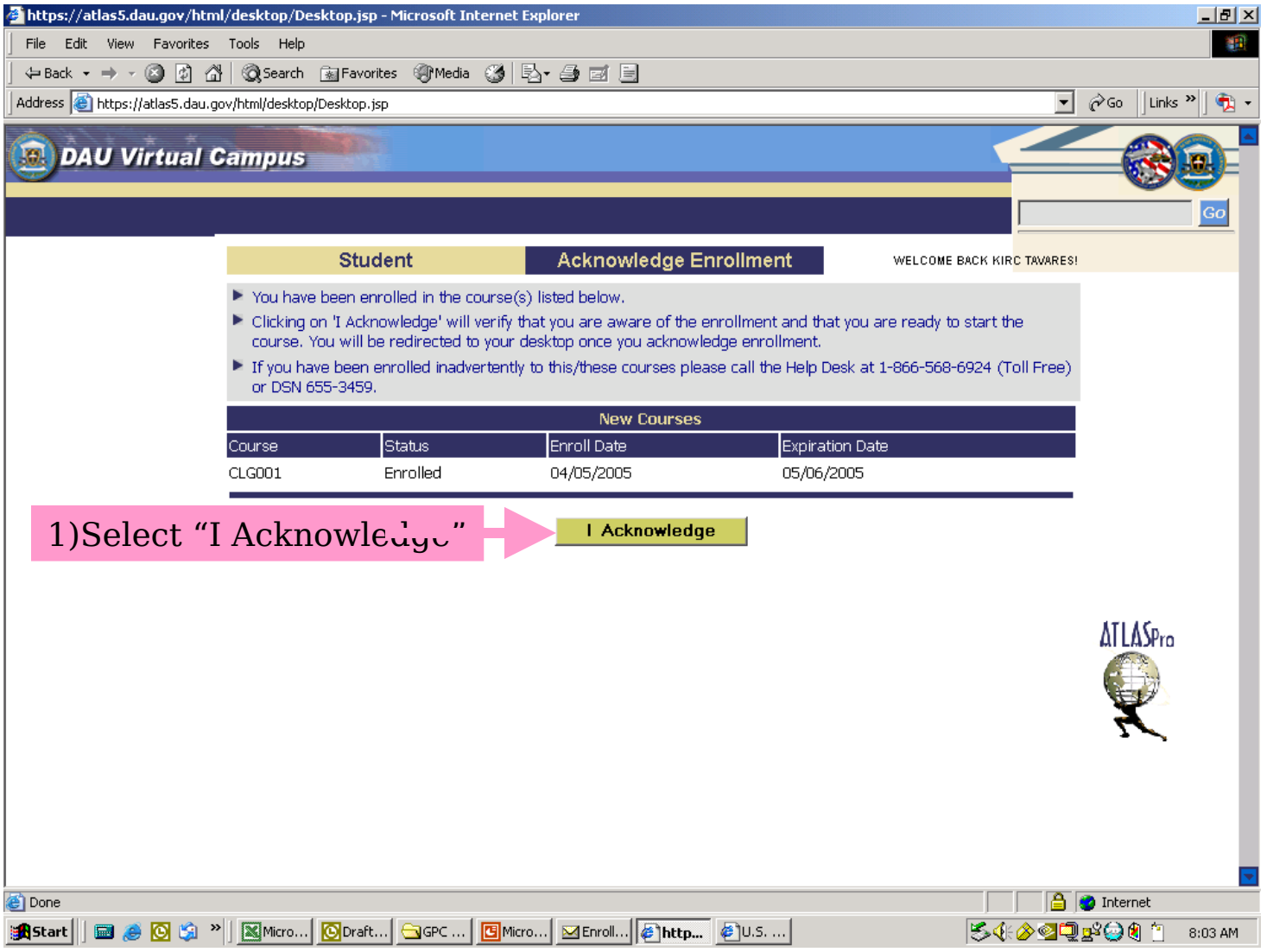
NOTE:For questions or problems contact the DAU Help Desk:
312-225-2353/2060 (DSN)
703-695-2353/2060 (Commercial)
1-866-568-6924 (Toll Free)
Hours 0600-1800 Mon-Fri EST
You can Email Help Desk at:dauhelp@dau.milEmail dauhelp@dau.mil

GPC RCO

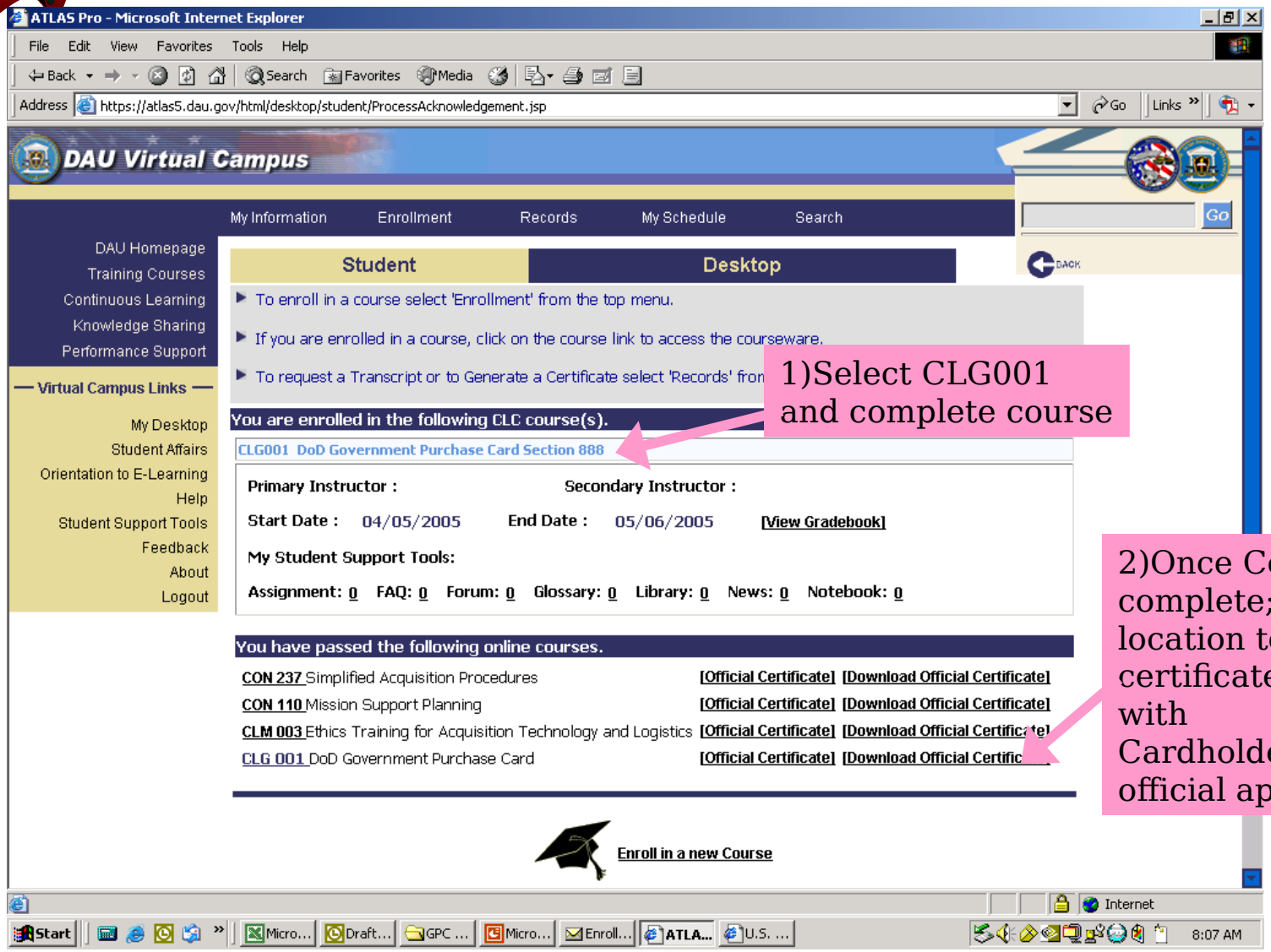

ATLAS Pro - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://atlas5.dau.gov/html/login/login.jsp
Go Links
DAU Virtual Campus
DAU Homepage
Training Courses
Continuous Learning
Knowledge Sharing
Performance Support
Virtual Campus Links
Student Affairs
Orientation to E-Learning
Help
Student Support Tools
About
Login to Virtual Campus
Welcome to the Defense Acquisition University Virtual Campus!
A Department of Defense resource that supports the Acquisition, Technology and Logistics (AT&L) workforce access to certification training and continuous learning.
If you are a student wanting to register for a DAU on-line course or module, click HERE. If you are DAU faculty/staff or customer training office representatives/external reviewers and need an account, select Need an Account.
For assistance, contact the DAU HELP DESK at dauhelp@dau.mil or at 1-866-568-6924 (Toll Free) or 703-805-3459 (Commercial) or DSN 655-3459. When calling in, select option 1 for DAU Virtual Campus Courses.
If you bookmark our website https://atlas.dau.gov, ensure there are NO numbers included for example https://atlas1.dau.gov. This cancels out load balancing between servers.
Supported browsers : Netscape 7.1+, IE 5+, and Mozilla 1.4
Go
Login to Virtual Campus
Username:
Password:
Login
NEED AN ACCOUNT?
FORGOT PASSWORD?
FORGOT USERNAME?
ATLASPro
| Apply for Courses | Orientation to E-Learning | CLC | Tutorials | AKSS | FAQs | News
Internet
Start
Microsoft Ex...
Inbox - Micr...
GPC Training
Microsoft Po...
Enrollment ...
ATLAS Pro ...
4:10 PM

1)Enter User ID and password

GPC
RCO


https://atlas5.dau.gov/html/desktop/Desktop.jsp - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://atlas5.dau.gov/html/desktop/Desktop.jsp
Go Links
DAU Virtual Campus
Go
Student
Acknowledge Enrollment
WELCOME BACK KIRC TAVARES!
You have been enrolled in the course(s) listed below.
Clicking on 'I Acknowledge' will verify that you are aware of the enrollment and that you are ready to start the course. You will be redirected to your desktop once you acknowledge enrollment.
If you have been enrolled inadvertently to this/these courses please call the Help Desk at 1-866-568-6924 (Toll Free) or DSN 655-3459.
New Courses
Course
Status
Enroll Date
Expiration Date
CLG001
Enrolled
04/05/2005
05/06/2005
1)Select "I Acknowledge"
I Acknowledge
ATLASPro
Done
Internet
Start
8:03 AM

GPC
RCO


ATLAS Pro - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://atlas5.dau.gov/html/desktop/student/ProcessAcknowledgement.jsp
DAU Virtual Campus
My Information Enrollment Records My Schedule Search
DAU Homepage
Training Courses
Continuous Learning
Knowledge Sharing
Performance Support
Virtual Campus Links
My Desktop
Student Affairs
Orientation to E-Learning
Help
Student Support Tools
Feedback
About
Logout
Student
Desktop
To enroll in a course select 'Enrollment' from the top menu.
If you are enrolled in a course, click on the course link to access the courseware.
To request a Transcript or to Generate a Certificate select 'Records' from
You are enrolled in the following CLC course(s).
CLG001 DoD Government Purchase Card Section 888
Primary Instructor :
Secondary Instructor :
Start Date : 04/05/2005
End Date : 05/06/2005
[View Gradebook]
My Student Support Tools:
Assignment: 0 FAQ: 0 Forum: 0 Glossary: 0 Library: 0 News: 0 Notebook: 0
You have passed the following online courses.
CON 237 Simplified Acquisition Procedures [Official Certificate] [Download Official Certificate]
CON 110 Mission Support Planning [Official Certificate] [Download Official Certificate]
CLM 003 Ethics Training for Acquisition Technology and Logistics [Official Certificate] [Download Official Certificate]
CLG 001 DoD Government Purchase Card [Official Certificate] [Download Official Certific
Enroll in a new Course
Internet
Start
8:07 AM

1)Select CLG001 and complete course

2)Once Course is complete; This is the location to print out the certificate to turn in with Cardholder/Approving official application

GPC RCO